



TAIPEI EUROPEAN SCHOOL 台北歐洲學校

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7 August 2020

School Opens Provision

Dear Colleagues,

For most of you, welcome back! For those of you who are new to TES or Taiwan, welcome!

We trust that you all have had a good summer and you are looking forward to getting back into the routine! We take the health and wellbeing as being very important and this communication is intended to ensure and reassure you that we have procedures in place. COVID-19 is still a particular concern and is likely to remain so for some time.

Below is a summary of the provisions in place when school opens for induction week on 17 August 2020.

Travel and Health Declaration

- All staff must complete the [Travel and Health Declaration](#) prior to the Induction Week (17 August). If there is any change to the data provided that may affect your campus access conditions, please notify HR and your line manager immediately.

Campus Access

- Campuses are open from 7:00 to 18:00. All usage outside of this time must be approved by the CEO Office.
- All persons must get their temperature checked prior to entering our campuses. Before 7:15am, please proceed to campus security to get your temperature checked. After 7:15am, please proceed to the thermal scanning station at EPC lobby or ESC P2 entrance to get checked.
- All persons must have their hands sanitized prior to entering our campuses. There are hand sanitizing stations at entrances and all around the campuses. **Hand hygiene is the best protection to COVID-19.**
- If you are feeling ill with cold like symptoms, please inform your line manager immediately. Do not come on site!

Mask

- Mask wearing is required for all when on campus, except for outdoor sports. **Please try to obtain masks for yourself.** Further instructions regarding this have or will be communicated to you during your sections induction.



Lunch

- Lunch at EPC will mainly revert back to pre-covid timings as hard partitions have been purchased which ensures that students can safely eat food. Please look out for the exact schedule from the Student Services team.

Resources

- Alcohol spray bottles are available in all classrooms. Please try to disinfect student work surfaces and frequently touched surfaces between lessons.
- Hand sanitizers are also available in all classrooms. Encourage students to wash hands prior and post lesson, and use hand sanitizers wherever hand washing is not possible.

Student morning drop-off and afternoon pick up procedures

- Please note that there is a new procedure in place at the EPC for the infants with the new infant gate opening. You will be receiving guidelines from the PSLT in due course.
- For juniors, drop off and pick up will be at the main gate. All students are expected to be in the designated spot for parents to pick up, promptly at 15:00.
- For ESC, there is no change.

Thank you for your attention to the above matter. You will be hearing from HR regarding Induction Week resources such as first aid training and health check schedule, as well as from the section offices regarding other relevant Induction Week information.

For those of you who are new, face masks can be bought at most pharmacies, convenience stores, supermarkets, etc. You can also apply to get masks through Taiwan's [Name-Based Mask Distribution System](#).

The school does prepare some supplies **but this is limited** in the current circumstances. Please do try your best to acquire your own.

We look forward to welcoming you all for a great start to Y2020-2021 (and hopefully a continuation).

Sincerely,

David Gatley
CEO
Taipei European School